**Unofficial translation**



**Lao People’s Democratic Republic**

**Peace Independence Democracy Unity Prosperity**

**Ministry of Communication, Transport, No.: 118/MCTPC**

**Post and Construction Dated: 12 January 2006**

**Regulation**

*of*

**the Minister of Communication, Transport, Post and Construction on the**

**Work Plan Mechanism of the National Transport Committee**

* Pursuant to the Prime Minister’s Decree on the Organization and Operation of the Ministry of Communication, Transport, Post and Construction No.: 66/PM, dated 20 May 1999;
* Pursuant to Article 7 of the Prime Minister’s Decree on the Work Plan Mechanism of the National Transport Committee and Duties of the Secretariat of such Committee No.: 03/PM, dated 28 January 2002;
* Pursuant to the Request of the National Transport Committee.

**The Minister of Communication, Transport, Post and Construction**

**hereby issues a Regulation:**

**CHAPTER 1**

**General Provisions**

**Article 1. Objectives**

 This Regulation is issued to elaborate the work plan mechanism of the National Transport Committee and the duties of the secretariat of such Committee as stipulated in Article 7 of the Prime Minister’s Decree on the Organization and Operation of the National Transport Committee No.: 03/PM, dated 28 January 2002.

**Article 2. Detailed Work Plan Mechanism of the National Transport Committee**

 The National Transport Committee is an unstationed committee performing its duties and rights as stipulated in Chapter 2 of the Decree No.: 03/PM, dated 28 January 2002, by the Secretariat of the National Transport Committee with an office at the Department of Transport, the Ministry of Communication, Transport, Post and Construction that serves as operation chief for planning, conducting research, shaping and proposing transport-related issues to the meeting agenda of the National Transport Committee.

**CHAPTER II**

**Duties and Scope of Rights of the Chairman, Vice-Chairman and Members**

**Article 3. The Chairman of the National Transport Committee has the following duties and scope of rights:**

* 1. To supervise the operation of the secretariat in accordance with the duties and scope of rights of the National Transport Committee as stipulated in Article 3 and 4 of the Prime Minister’s Decree No.: 03/PM, dated 28 January 2002;
	2. To call and chair ordinary and extraordinary meetings;
	3. To consider requests from members to hold extraordinary meetings;
	4. To supervise the operation based on the resolutions or plans adopted by ordinary and extraordinary meetings;
	5. To delegate tasks to each vice-chairman assisting in supervising on the operation. In case the chairman is occupied by other necessary work, the chairman shall assign the vice-chairman who is ranged after him in the chain of command to temporary act on his behalf;
	6. To appoint one of the members to attend meetings related to their work with domestic and international authorities;
	7. To report outcomes of the operation of the National Transport Committee to the Ministry of Communication, Transport, Post and Construction on a quarterly and an annual basis.

**Article 4. Each Vice-Chairman of the National Transport Committee has the following main duties and scope of rights:**

* 1. To assist the chairman in supervising the secretariat in performing its duties and scope of rights as assigned by the chairman;
	2. To attend each meeting of the National Transport Committee. In case vice-chairmen are occupied the chairman shall be informed.

**Article 5. Members of the National Transport Committee have the following duties and scope of rights:**

* 1. To research and propose revising and improving work related to transport in their sector;
	2. To perform work assigned by the chairman;
	3. To attend each meeting of the National Transport Committee. In case the members are occupied, they can appoint a representative who has the rights to make a decision on issues.

**CHAPTER III**

**Meetings of the National Transport Committee**

**Article 6. Meetings of the National Transport Committee**

The meetings of the National Transport Committee consist of:

* 1. An ordinary meeting held four times a year in February, May, August and November, respectively;
	2. An extraordinary meeting which will be held when it is necessary to resolve urgent matters upon a request of the secretariat and with the agreement of the chairman;
	3. Each meeting can be held if two thirds of the members attend the meeting. Any decisions shall be based on a majority vote. In case of a tied vote, the chairman will have a casting vote.
	4. The secretariat of the National Transport Committee [xxxxx]

**Article 7. Meeting Allowance of the National Transport Committee**

 Members of the National Transport Committee who attend each ordinary and extraordinary meeting of the Committee will receive the following meeting allowance:

1. The chairman will receive LAK 100,000 (one hundred thousand kip)
2. A vice-chairman will receive LAK 80,000 (eighty thousand kip)
3. A member will receive LAK 70,000 (seventy thousand kip)
4. Secretariat staff, not more than three persons, who are assigned to attend the meeting, will receive LAK 50,000/person (fifty thousand kip).

**CHAPTER IV**

**Secretariat of the National Transport Committee**

**Article 8. Duties and Scope of Rights of the Secretariat of the National Transport Committee**

 The secretariat of the National Transport Committee has the following duties and scope of rights:

* 1. To perform the duties of the National Transport Committee as stipulated in Articles 3 and 4 of the Prime Minister’s Decree No.: 03/PM dated 28 January 2002 on the Organization and Operation of the National Transport Committee;
	2. To summarize and analyze statistical data regarding domestic and international transport;
	3. To prepare data, documents, and other necessities for the chairman, vice-chairmen, and members in preparation for attending meetings and seminars with domestic and international organizations;
	4. To prepare contents and formalities for an ordinary and extraordinary meetings of the Committee based upon the agreement of the chairman; to send invitations, and meeting agenda to members [xxxxx]
	5. To request the chairman to hold an extraordinary meeting when necessary;
	6. To summarize the operation regularly on a monthly, quarterly, and yearly basis to report to the chairman of the National Transport Committee;
	7. To attend domestic and international meetings or seminars at a technical level relevant to its duties;
	8. To propose to implement policies, compliment, promote, transfer of position, impose disciplinary measures, or remove officers and civil servants under their responsibility;
	9. To manage and use budget, vehicles, and equipment approved by the Ministry of Communication, Transport, Post and Construction and the National Transport Committee on a sparing basis and in accordance with applicable laws and regulations;
	10. To perform other duties and scope of rights assigned by the National Transport Committee.

**Article 9. Personnel Structure**

 The Secretariat of the National Transport Committee has the following personnel structure:

* 1. The secretariat of the National Transport Committee consists of one secretariat head, the Director-General of the Department of Transport, Ministry of Communication, Transport, Post and Construction, who is directly in charge of the National Transport Committee and the Ministry of Communication, Transport, Post and Construction regarding the success or mistakes in performing the duties and scope of rights as stipulated in Article 8 of this Regulation, and acting as an authorized signatory on documents of the secretariat. If the secretariat head is occupied by other necessary affairs, the head of secretariat shall assign the deputy head to act on his/her behalf;
	2. The secretariat of the National Transport Committee also consists of a number of deputy heads who are appointed or dismissed by the Minister of Communication, Transport, Post and Construction based on the request of the National Transport Committee based on the consensus from the Personnel Department, [xxxx]

**Article 10. Organizational Structure**

 The secretariat of the National Transport Committee has an office located at the Department of Transport, the Ministry of Communication, Transport, Post and Construction, which has the status equivalent to other divisions of the Department of Transport with an office head and a deputy head and appropriate number of staff working in such office and responsible for assisting a secretariat head and deputy head to ensure the rights and perform the duties as stipulated in Article 8 of this Regulation.

**CHAPTER V**

**Work Plan Mechanism of the Secretariat and the National Transport Committee**

**Article 11. The Secretariat and the National Transport Committee operate based on the following main principles:**

* 1. To perform duties on a single supervisor based on basic management-level of a democratic principle, collective basis, a clear delegation of tasks among the group and at all levels, as well as assign certain and reasonable rights and power to resolve matters within the jurisdiction of each level and each person;
	2. All operation of the secretariat of the National Transport Committee shall be based on strategies, policy plans, and collective policies of the government regarding land, waterway, maritime, air, and rail transport;
	3. To perform duties according to a plan, timeframe, organization, and cooperation with relevant stakeholders, with regular and continuous monitoring in order to effectively implement the government direction and policy plan;
	4. To carry out a meeting mechanism to summarize lessons learnt, feedback, and report on operation to the chairman of the National Transport Committee and the Minister of Communication, Transport, Post and Construction on a timely and regular basis.

**CHAPTER VI**

**Final Provisions**

**Article 12. Official Seal**

 The secretariat of the National Transport Committee uses an official seal of the Department of Transport, Ministry of Communication, Transport, Post and Construction in official affairs.

**Article 13. Implementation**

 The permanent offices of ministries, departments, and institutes, and provincial, capital, and specific zone Divisions of Communication, Transport, Post and Construction and other relevant authorities shall acknowledge, facilitate and cooperate for the effective implementation of this Regulation.

**Article 14. Effectiveness**

 This Regulation is effective from the date of signature. Any requirements, provisions and regulations which conflict with this Regulation shall be cancelled.

**Minister**

***[Signature and Seal]***

**Bouathong VONGLORKHAM**